



## **FINISHING RESIDENTIAL BASEMENTS**

### **Information Sheet**

**Inspection Hours are 9:30 a.m. to 3:30 p.m. - weekdays**

**Call 480-2342 to Schedule all Inspections**

**All Inspections Require a 24-Hour Notice to the Department of Building Safety**

---

*This pamphlet is a compilation of some of the standard requirements based on the State Building Code and City Ordinance for projects of this type. This information packet does not contain all of the specific codes for construction and should only be used as a guide. The permittee is responsible to meet all code requirements applicable to each project.*

#### **Permits**

A building permit is required to finish all single family basements. The basement finish permit issued by the City will also cover plumbing and heating system modifications to existing or roughed-in systems if the homeowner(s) does the work themselves. If subcontractors are hired to do specific work such as heating, plumbing or electrical work, they are required to obtain separate permits for the work they do and they will be responsible for code compliance.

In all cases a separate electrical permit will be required.

Basement finishing permit fees do not include the electrical permit.

#### **Plan Submittal Requirements**

You must submit with your permit application a sketch showing all intended work to be done, type of materials used, dimensions and description of the spaces to be finished.  
(Two copies of the plans are required)

#### **Typical Code Requirements for Finished Basements**

- 1) A hardwired smoke detector with battery backup must be installed in all newly constructed areas of the basement. These detectors must be placed in each sleeping room and in the hallway serving the sleeping rooms. Battery operated smoke detectors must be installed throughout the remaining portions of the house in each sleeping room, hallways serving sleeping rooms and on each floor level. These must be installed and be operational for final inspection.
- 2) An egress window with a clear opening of 5.7 square feet (width no less than 20" and height no less than 24") within 44" of the floor must be provided in every sleeping room. Refer to IRC Code Section 310.1.
- 3) All rigid foam insulation must be covered with 1/2" sheetrock or an approved finish material equivalent to a thermal barrier. IRC 318.1.2
- 4) Habitable space shall not have a ceiling height of less than 7' . IRC 305
- 5) All wood in contact with concrete or masonry must be treated or wood of natural resistance to decay (redwood or cedar).
- 6) If finishing space under stairs for use as storage or a closet the entire space must be finished with minimum 1/2" drywall for fire protection.

- 7) All habitable rooms must have a warm air supply and return air register.
  - 8) All bathrooms must have an openable window or artificial light & a mechanical vent to the outside. IRC 303.3
  - 9) Water resistant gypsum or tile backer board must be used in tub & shower enclosure walls. Water resistant gypsum board is not permitted over a vapor barrier on ceilings and walls.
  - 10) All electrical, plumbing and heating work must be installed in accordance with appropriate State Codes.
  - 11) Fireplace to be installed to manufacturers specifications and location shown on floor plan.
  - 12) All new concealed gas piping must be air tested at 25# PSI for 12 hours to ensure the piping has no leaks.
  - 13) The minimum dimension (width) of any habitable room is 7'0". IRC 304.3
  - 14) An approved moisture barrier must be placed against all concrete or block exterior foundation walls prior to applying furring strips for full height of the wall. Another 4 mill poly vapor barrier must be placed over furring strips and insulation prior to covering with finish materials. (State Energy Code Requirement).
- 

**Inspections  
Required By  
Law**

- 1) Plumbing Rough-In Inspection before concealing - If Applicable;
- 2) Heating Rough-In Inspection before concealing - If Applicable;
- 3) Electrical Rough-In Inspection before concealing - If Applicable; (call Michael Hawke at 952-997-6822 between 7:00 a.m. and 8:30 a.m., Monday through Friday, for electrical inspections);
- 4) Framing Inspection;
- 5) Insulation & Vapor Barrier Inspection;
- 6) Final Plumbing, Heating, Electrical Inspections;
- 7) Final Occupancy Inspection.

Post Inspection Card in Prominent Place. Must be kept on site until the completion of the project.  
State Code 1300.0120 Subp. 12

When work is ready, an inspection must be requested and made prior to concealing, State Code 1300.0210.

All Electrical wiring must be inspected before it is concealed in any manner. Minnesota Rules part 3800.3770.

Concealing work before the inspection is made and the work approved is a violation of the Minnesota State Building Code and subject to a court citation!